

Greater Boston Federal Executive Board
Annual Report 2005

EXECUTIVE SUMMARY

Homeland Security:

The GBFEB has made exceptional strides in this area over the last two years. The Board of Directors established a “Homeland Security” Standing Committee in late 2002 consisting of more than a dozen local components of the Department and other senior Federal officials representing agencies with critical Homeland Security functions. DHS / Federal Protective Service Regional Director Ron Libby chaired the committee in 2005. (Of special note is that Mr. Libby concurrently serves as the GBFEB’s Vice Chair.) Committee members, representing an array of civilian, law enforcement and defense agencies, coordinate such as educational forums and information distribution. Experience taught us that most military, law enforcement and public safety agencies have a solid grasp emergency preparedness and COOP but that the smaller administrative agencies often struggle to define their resources, responsibilities and actions. We serve a critical role and fill these information gaps.

In February 2005, the Board of Directors unanimously voted to formally incorporate the COOP Working Group as an entity of the GBFEB under the director of the Homeland Security Committee. The Homeland Security Committee works in concert with our existing Emergency Decision and Notification Committee chaired by DHS / First US Coast Guard District Commander David Pekoske. Although has its own distinct mission and leadership, they frequently act cooperatively.

THINGS THAT WE DID IN 2005:

- Continued to test and improve our local *Emergency Decision and Notification Protocol*.
- Continued to host a Homeland Security Standing Committee and a Emergency Decision and Notification Standing Committee which compliment one another regularly.
- Placed Homeland Security as a priority agenda item at every monthly Board of Directors meeting.
- For the third year, appointed official “Liaison with the Law Enforcement Community” from among our Board of Directors. US Secret Service Special Agent in Charge Steven Ricciardi served in this role throughout 2005.
- Hosted “BE READY” displays featuring brochures and booklets promoting safety at home and in the workplace in several major Federal sites.
- Maintained a database of contact information for Agency executives and their alternates for use during and after hours.
- Maintained two major electronic communications systems, including a secure web portal and e-dial telephone communications system, to assist us with communicating with local agency heads *simultaneously* during emergency situations and perceived emergency situations.

- Hosted a Full Board meeting and Homeland Security Briefing featuring updates by local DHS components. Local Federal executives, interested managers and congressional staff participated.
- Voted to grant FEMA's COOP Working Group official status with the GBFEB under the umbrella of the Homeland Security Committee.
- Recruited more membership for the COOP Working Group and worked proactively with them to provide training, resource and information-sharing to area agencies throughout the year.

The President's Management Agenda:

The GBFEB operated a White House Initiatives Committee as a Standing Committee of the Board of Directors. EPA New England Regional Administrator Robert W. Varney, a Bush appointee, was named as its Chair in October 2004 with Assistant Regional Administrator Jim Owens as the lead. In this role, Varney and Owens were charged with keeping our field officials aware of the latest Administration priorities, including the President's Management Agenda. This included, but was not limited to, creating forums for the exchange of ideas relating to the PMA and other Administration priorities.

THINGS THAT WE DID IN 2005:

- Widely distributed Executive Orders, Presidential Memorandums and other information relating to Administrative priorities; Our agencies often receive this information from us before their own internal mechanisms.
- Hosted a briefing outlining the HR Line of Business initiative featuring US Office of Personnel Management's Claire Gibbons.
- Coordinated Federal participation in Martin Luther King, Jr. Community breakfast in January 2005.
- Coordinated and hosted an interagency focus group featuring US Office of Management and Budget Deputy Director for Management Clay Johnson.
- Hosted Army Master Sergeant (ret.) Lou Celli to discuss educational and business development outreach to veterans in New England.
- Actively participated in a community outreach project to celebration of America's veterans by co-sponsoring a week-long exhibit of the Vietnam Veterans Memorial Moving Wall in Waltham, MA.

Human Capital:

Making the Government a More Attractive Employer is an initiative that the GBFEB is passionate about. In October 2002, we launched our "Campaign to Promote Public Service and Federal Employment" and placed our focus on high school students and guidance counselors across the state. Because individual agency outreach resources are typically focused on the college-level, this program fills a void.

THINGS THAT WE DID IN 2005:

- In cooperation with OPM, developed a standard PowerPoint presentation outlining current trends, student programs and employment opportunities with the United States government nationwide.
- GBFEB staff, Senior Federal Executives visited dozens of high schools across the State.
- Supported Partnership for Public Service by providing speakers for college venues and participation in college career fairs.
- Updated our “standard” information such as fact sheets and brochures molded to the local community available for use by each speaker as well as a display board; made these available in Spanish.
- Host a Diversity Committee as a Standing Committee of the GBFEB; to take an active role in this initiative. Designing methods in which to recruit and retain a diverse workforce has become a major goal and focus of our local marketing strategy.
- Assumed a leadership role with the New England Federal Personnel Council in order to develop closer working relationships with area HR personnel and to advance Human Capital and other HR initiatives cooperatively.
- Hosted a full day Diversity Training Seminar for more than 400 Federal employees to address and discuss significant issues relating to diversity in the Federal workplace.

Combined Federal Campaign (CFC)

The GBFEB hosts the Eastern Massachusetts CFC as a Standing Committee of the Board of Directors as well as a Local Federal Coordinating Committee to support it. The CFC continues to be our single largest initiative each year and we provide an incredible amount of support and guidance in order for it to be effective. In 2004, we led the merger of four campaigns (Massachusetts Bay, Central Massachusetts, Merrimack Valley and Bristol County) to create this new and expanded CFC covering more people in more locations than ever before. Collectively, these CFC’s raised \$2.3 million in 2003 and our goal is that the new campaign will easily surpass that total. The LFCC consists of ten senior executives with a commitment to the CFC’s mission and goals who provide guidance and oversight to Campaign management.

THINGS THAT WE DID IN 2005

- Collected \$2.1 million in pledges.
- CFC is a regular topic for our monthly Board of Directors meetings.
- Recruited LFCC membership.
- Hosted monthly LFCC meetings year round.
- Recruited a CFC Chair to serve as the spokesperson for the CFC;
- Recruited more than a dozen “loaned” executives to work on the campaign full time for a 5-6 month period.
- Worked in cooperation with the PFCO to promote all aspects of the CFC, including the agency-wide kickoff, special events, and recognition ceremony.
- Appointed the GBFEB Executive Director as the LFCC Chair to ensure an ongoing knowledge-base and leadership.



Greater Boston Federal Executive Board

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INTRODUCTION

The Greater Boston Federal Executive Board (GBFEB) continues to feel strongly about our mission and the increased importance of interagency coordination, collaboration and communication. We feel strongly that the GBFEB has evolved over time and has become a valued entity among senior officials across Massachusetts, the New England Region and the Country. This has been regularly documented by increased participation and by feedback from our membership.

In 2005, we continued to develop these principles and worked with our member agencies to meet the changing needs of the Federal workforce. We did our part to assist local field establishments with enhancing the President's goal of making a Government that is citizen-centered, results-oriented, and market-based. This was reinforced in our Action Plan, submitted to US Office of Personnel Management Acting Director Dan Blair in March 2005.

National Archives and Records Administration Northeast Regional Administrator Diane P. LeBlanc was re-elected as Chair in 2005 after taking a year off in 2004. Ms. LeBlanc has been affiliated with the Boston FEB for more than 20 years and has served in many leadership positions. She served as Vice Chair for an unprecedented six consecutive terms, and Chair for three consecutive terms. Ms. LeBlanc chose not to seek re-election in 2004. However, she stepped forward mid-year to serve as Vice Chair when a vacancy unexpectedly arose due to a reassignment. Ms. LeBlanc continued to wholeheartedly support the FEB and its mission and goals and demonstrated a passion like no other. Administrative Law Judge Daniel Sutton officially swore in Chair Diane LeBlanc, Vice Chair Ronald Libby, Regional Director of the DHS / Federal Protective Service, the 21-member Board of Directors and their alternates, in October 2004.

The GBFEB's leadership consisted of a 21-member elected Board of Directors, led by the Chair and Vice Chair. We are proud that our Board continued to serve as a representative group and included a mix of small and large agencies as well as military, civilian, postal, law enforcement leaders and political appointees. Boston also hosts several ex-officio members. The US Office of Personnel Management and the US General Services Administration, respectively, as the central management

agencies of the government have maintained ex-officio status for many years. Here in Boston, three key Department of Homeland Security components have been granted ex-officio status because of the key role these agencies play within the Federal workplace and our organization as will be discussed throughout this report. Ex-officio status ensures that these agencies are continually represented: DHS / Federal Emergency Management Agency (2003,) DHS / Federal Protective Service (2004,) and the DHS / US Coast Guard (2004.) This is extremely important as we routinely have more candidates for election to the Board of Directors than we do available seats.

ADVANCE THE ADMINISTRATION'S GOALS AND INITIATIVES

Homeland Security: The GBFEB continued to make exceptional strides in this area over the last year. Homeland Security was a priority agenda item at every monthly Board of Directors meeting during the year. We've operated a Homeland Security Standing Committee since 2002 that consists of more than a dozen local Federal officials and agencies. This year, the Committee was chaired by DHS / Federal Protective Service Regional Director Ronald Libby. Of special note, Mr. Libby concurrently served as the Board's Vice Chair. Mr. Libby facilitated ongoing discussions regarding the GBFEB's role in local and national homeland security initiatives. He also kept the Board informed of the latest workplace security issues and provided threat assessment information and advice.

In February 2005, the Board of Directors unanimously voted to formally incorporate the COOP Working Group, developed by FEMA in 2002, as an entity of the GBFEB under the direction of the Homeland Security Committee. We immediately recruited new members and agency representatives in an effort to expand the information-sharing and knowledge base. As a formal GBFEB entity, the COOP Working Group received stronger support and enjoyed a closer working relationship with local agency officials.

In July 2005, we coordinated the Federal community's participation in a day-long seminar and tabletop exercise sponsored by the non-profit Radio and Television News Directors Foundation (www.rtndf.org.) The seminar featured local media personalities and news organizations partnering with public sector public affairs and media specialists for a mock terrorist attack to Boston's beloved Fenway Park in the form of a dirty bomb. The simulation was designed to help public sector representatives better understand the thought processes of the media when "getting the story." The exercise also helped the media better understand the government's perspective when releasing information. The GBFEB coordinated the Federal government's participation, including more than 40 Federal Agency Heads, COOP Planners, and Public Affairs / Marketing staff from across the region. (Ironically, the forum was held on the very day of the horrific attacks on the London subway systems and the audience drew many "real time" lessons learned.)

The Homeland Security Committee operated often in concert with another standing committee, the Emergency Decision and Notification Committee, chaired by DHS/ First US Coast Guard District Commander David Pekoske. The GBFEB continued to test and improve our *Emergency Decision and Notification Plan*. This Plan, modeled after one that exists for the National Capital Area, outlines an all hazards approach to emergency planning and decision-making from a workforce planning perspective. As the nation's largest employer, and one of the largest in the region, we feel that it is our responsibility to not only make informed decisions but also to act uniformly. The Plan included provisions for such things as weather-related emergencies. This was particularly important during the especially challenging winter of 2004/2005.

Customer Feedback: Thanks for distributing information on the weather.gov website and encouraging preparedness among your members. Formulating some kind of preparedness plan now, before a storm threatens us, can make a big difference. Thanks again.

Robert Thompson, Meteorologist-in-Charge Northeast Forecast Office

As prescribed by our Plan, we maintained a comprehensive database of personal and office contact information for Greater Boston agency heads. This included those located in GSA-owned and leased space as well as DOD, VA and other privately owned facilities. To our knowledge, this coordinated database does not exist on the local level. The database is securely stored at the GBFEB office, with the Chair and at FEMA's regional bunker and is used in the event of an emergency only.

Thanks to our members, we continued to operate two electronic communications mechanisms that enabled us to effectively communicate with senior Federal agency officials during local and national emergencies, and perceived emergencies, both during and after hours. The first, launched in June 2004, is an internet web portal developed and maintained by the DHS Federal Protective Service. This portal provided senior agency officials and their designated alternate access to accurate, consistent and up-to-date information on a variety of items, including threat assessments, emergency weather and more. One of the best features is the portal's "real time chat" capability. This portal has proven to be among the most effective on many occasions. In 2005, we expanded the use of the portal and developed a new user category for the COOP Working Group members. The portal enables them to share important documents in the secure library, among other things.

The Boston FEB continued to promote the widespread use of this unique communication tool to FEBs nationwide. The Federal Protective Service is committed to supporting FEBs nationwide in this manner and offers its use free of charge. In order to encourage greater use, Executive Director Kim Ainsworth demonstrated its use for New York FEB members in February 2005 and to her FEB counterparts at the mid-year meeting in March.

Another enhancement to our *Emergency Decision and Notification Plan* pertains to the “perceived” emergencies referenced above. We have found the web portal to be particularly effective in providing up-to-date, accurate and consistent information for our agencies during the times when media reports and rumors overwhelm the workplace. This was particularly important in July 2005 immediately following the horrific bombings of the London transit system. Hours later, by coincidence, an underground subway train in Boston was involved in a minor accident. At the same time, there was a small grease fire in a Federal building’s cafeteria that forced a partial evacuation. Rumors and fear were rampant in the community and in the Federal workplace. DHS Chair Ron Libby activated the web portal and invited agency heads to ask him questions and / or confirm rumors. It was useful primarily because Mr. Libby had access to public safety, law enforcement and emergency management channels that the rest of us did not and provided agency heads with real information from a reliable, authoritative source. The portal was also activated to provide crowd control and logistical information in February 2005 when the 3-time world champion New England Patriots hosted a Superbowl Victory parade in downtown Boston drawing an estimated 1 million revelers just steps from several major Federal sites.

Our second communications system worked hand-in-hand with the portal. GSA New England Region purchased the EDIAL telephone communications system in 2004 and it is currently housed and maintained by the First US Coast Guard District’s 24 hour command center. EDIAL enables us to communicate with senior agency officials, and their designated alternates, simultaneously via an electronic telephone message in times of emergency. Once again, this ensures that our senior agency officials receive accurate, consistent and up to date information to make informed decisions. These communications systems are used independently, or in concert with one another, as determined by the Chair, when needed.

The Homeland Security Committee encouraged information and resource sharing across agency lines. We widely distributed such things as OPM policies, Presidential Directives, and information critical to Homeland Security.

In February 2005, the GBFEB hosted a full board meeting and Homeland Security Briefing. The program was facilitated by Vice Chair Ron Libby and featured briefings by local Executives representing key homeland security components, including Immigrations and Customs Enforcement Office of Investigations, Apprehension, Detention and Removal, US Secret Service and the Port Director. About 100 full board members and Congressional staff from across New England attended the half-day symposium held at the Holiday Inn at Government Center.

The GBFEB continued with its official “Liaison with the Law Enforcement Community” role as a constant on the Board of Directors in 2005. DHS / US Secret Service Special Agent in Charge Steven D. Ricciardi assumed this role and, in this

capacity, kept us informed of non-sensitive activities of the Joint Terrorism Task Force (JTTF,) Anti Terrorism Advisory Council and more. We also ensure that the perspective of non-law enforcement Federal agencies was represented to the JTTF as well.

The winter of 2004 / 2005 was a hectic one for weather-related emergencies. There were record snow accumulations and below-zero temperatures recorded in many areas for extended periods. The GBFEB served as a liaison with the Massachusetts Emergency Management Agency and the National Weather Service to ensure that the Federal community was kept informed of the latest forecasts, trends and impacts.

Customer Feedback: .. Before I retire in a few weeks, I wanted to let you know that you have done an outstanding job from the time that you started to bring cohesiveness to the Greater Boston Federal community, especially in important times of disaster and challenge. Lorraine Iovanni, FAA Labor Relations Officer

The President's Management Agenda: The GBFEB operated the White House Initiatives Committee as a standing committee in 2005. Chaired by a local political appointee, it is this Committee's responsibility to represent the President's ideology in the field and help us remain informed about the latest Administration initiatives. This committee coordinates local forums and briefings, when necessary. EPA Regional Administrator Robert W. Varney chaired this committee in 2005 with assistance from Assistant Regional Administrator James Owens.

At the Administration's request, the GBFEB coordinated a two-hour Focus Group facilitated by US Office of Management and Budget Deputy Director for Management (OMB) Clay Johnson in May 2005. Mr. Johnson led a discussion focusing on two of OMB's current management initiatives and engaged a mix of 20 middle / upper Federal managers in a candid discussion. The forum was well received and beneficial. It truly demonstrated the FEB's ability to pull together a wide range of agencies for a unified purpose. OPM Associate Director for Human Capital Marta Perez also attended. Mr. Johnson called on FEB's nationwide to distribute his periodic progress reports to principle within our Federal communities throughout the year. We also promoted links to www.results.gov.

Customer Feedback: Thanks for the invitation to participate in the forum with Clay Johnson. Dennis was very impressed and mentioned that you did a great job. Marjorie (Deputy Regional Administrator) and I agree. We like working with you. Thanks for everything.
Lyn Bailey, Executive Assistant to GSA Regional Administrator Dennis R. Smith

The White House Initiatives Committee hosted our full board meeting in June 2005 featuring a briefing by US Office of Personnel Management's Program Director Claire Gibbons to discuss the HR Line of Business Initiative. New

England Federal Personnel Council members were invited to participate and receive the information first-hand.

In cooperation with the White House Initiatives Committee, the Public Service Recognition Week Committee sponsored a series of wellness lectures in Federal sites in May 2005. The events featured presentations by organizations that can assist Federal employees with adopting healthier lifestyles in concert with the President's "healthierfed.gov" initiative. The lectures were popular and emphasized the physical, emotional and financial well being of Federal employees. The Federal Occupational Health Program, Hanscom Federal Credit Union and the Blue Cross Blue Shield Federal Employee Program were our major partners for these events.

The GBFEB served as a crucial resource for information following the devastation of Hurricanes Katrina and Rita along the Gulf Coast in August 2005. We remained abreast of the latest guidance issued by the US Office of Personnel Management, GSA, FEMA and the Administration. This included such things as guidance on numerous personnel issues, volunteer opportunities and charitable giving. We also provided ongoing guidance to local individuals, agencies and congressional offices on in-kind drives and other charitable causes. We emphasized that it is important to always maintain the integrity of the fundraising process and to be realistic with your goals. (Note: According to the US Department of Justice, more than 4,000 fraudulent web sites are currently being investigated for unlawful solicitation related to Hurricane Relief.)

The GBFEB hosted "BE READY" displays for the first two weeks in September 2005 in the lobby of two major Federal Buildings to educate Federal Employees about preparedness at home and at work. These displays were in recognition of National Preparedness Month as designated by Homeland Security Secretary Michael Chertoff. These displays were made available to Federal agencies to utilize as well. The materials were extremely popular as the observance took place just weeks following the devastating impact of Hurricanes Katrina and Rita.

The GBFEB embraced the opportunity to celebrate "Constitution Day" as prescribed by the Working for America Act. We not only coordinated planning and information sharing but also purchased pocket-sized copies of the United States Constitution. We distributed approximately 200 copies to Federal employees at different forums throughout the month of September 2005. We incorporated a short segment to observe the day and acknowledge the new law into our Diversity Training Day that took place on September 15.

GBFEB Chair Diane LeBlanc appointed Executive Director Kim Ainsworth as Chair of the Eastern Massachusetts Local Federal Coordinating Committee (LFCC) effective January 2005. This was essential to ensure continuity due to some significant changes, most notably a major merger. The former Massachusetts Bay area Combined Federal Campaign (CFC) consolidated in 2004 with CFC's serving

the former Merrimack Valley, Bristol County and Central Massachusetts to form the new and expanded Eastern Massachusetts CFC.

The LFCC remained active throughout the year. Its goal was to provide general oversight to the CFC and its staff while ensuring that the CFC made the best use of its budget and that limited Federal resources were expended. Our role continued to evolve as we moved towards tightening the contractual agreements with the PCFO, consolidated with other Massachusetts CFCs and developed more consistent marketing plans. Much of this change is based on national trends as well as our own personal experiences.

The LFCC also strives to maintain the integrity of the fundraising process. In February 2005, for the first time in many years, more than one vendor applied to serve as the Principal Combined Fund Organization (PCFO) for Eastern Massachusetts. The LFCC, under the direction of Executive Director / Chair Kim Ainsworth, led the interview, scoring and selection process. This ultimately led to a change and transition. We entered into an agreement with the United Ways of New England in March 2005. The LFCC conducted an extensive debriefing for the PCFO candidate runner-up as well.

National Park Service Superintendent Terry Savage chaired the first Eastern Massachusetts CFC and served as the chief spokesperson. The GBFEB recruited “loaned” Executives to work on the Campaign from a dozen Federal agencies to assist with the solicitations across Eastern Massachusetts.

The CFC is the single largest program facilitated by the GBFEB Board of Directors annually. It is a topic for discussion at every monthly meeting and we’ve defined new goals and priorities along the way. This year, we continued to search for manners in which to reach the “new” generation of donor / new employees, as is a nationwide priority.

Making the Government a More Attractive Employer: This is an initiative that the GBFEB remains passionate about. With statistics continuing to indicate that the U.S Government faces losing upwards of 40% of its workforce to retirement over the next five years, we believed it was our responsibility to raise awareness about the opportunities that exist with the US Government and to educate the next generation of Federal workers.

In October 2002, the GBFEB launched our “Campaign to Promote Public Service and Federal Employment.” We placed our focus on high school students and guidance counselors across the state. Because individual agency resources are typically focused on the college-level, we felt that this program filled a void. Our goal was to reach high school students as they started to make decisions about the future. We participated in more than two dozen forums of different sizes and formats throughout the year. US Secret Service Special Agent in Charge Steven Ricciardi helped kick off the new Campaign year by serving as a keynote speaker

for a full assembly for the entire junior and senior classes of Chicopee Comprehensive High School. This event received local media attention.

We provided materials, exhibits and speakers for a variety of forums throughout the school year. Speakers were asked to discuss their professional experiences in addition to providing a general outline of the Federal job landscape and search resources. With assistance from OPM's Claire Gibbons, we updated our "standard" powerpoint presentation with the latest statistics. The powerpoint promoted government internet sites such as www.usajobs.gov, www.studentjobs.gov and the government's search engine www.firstgov.gov.

For the third year, the National Archives and Records Administration's Northeast Regional Office facilitated a mailing to every school district in the Commonwealth of Massachusetts both public and private schools. We coordinated more than two dozen visits in 2005. One major success story that resulted from the mailing involved a high school senior from Hamilton High School. This young lady contacted the GBFEB directly after reading about the Campaign in her school's guidance department. Having already completed her required coursework, she requested assistance with obtaining an internship with a local Federal agency. Her goal was to learn more about forensic science while also gaining practical experience. We set up a series of interviews with local agencies and she selected EPA-New England as her host. She worked directly for the Chief of Staff and participated in the coordination of a series of public events and press conferences. Following the unpaid internship, she was hired by EPA under the Student Temporary Employment Program for the summer. She entered UMASS as a freshman in the fall and selected journalism as her major. She attributes her change to journalism to her wonderful experience at EPA where she gained practical knowledge of both the Federal government and the workplace.

Customer Feedback: Thank you for helping me to get my internship and student aid position with EPA. It was a great opportunity and I would not have found it without you. I am glad that we got to work together! Elyse Wood

In April 2005, for the first time, we hosted a group of high school students at the O'Neill Federal Building in Boston. Forty Westfield, MA area students representing 5 high schools submitted applications and were personally selected to attend the half-day briefing. Several Federal Protective Service components were highlighted and students toured their on-site emergency response vehicle.

The GBFEB was actively involved in the Massachusetts School Counselors Association annual meeting for the second year. We hosted an exhibit at this multi-day even in May and also led a breakout session workshop.

The GBFEB supported the Partnership for Public Service's valiant efforts to educate the American people about careers with the Federal government as well. Staff participated in their speaker's bureau and served as an information resource

for local colleges and universities. Executive Director Kim Ainsworth visited several colleges across the region to provide similar information about Federal careers. She often served as a reference point for students who undertook the job search. (See addendum.)

In December 2004, Executive Director Kim Ainsworth served as the keynote speaker for a forum for more than 500 recently displaced employees of State Street Bank. We are aware of at least one success story as a result of the forum and are extremely proud. Following the forum, we referred one former State Street employee with a disability to the Massachusetts Rehabilitation Commission for further guidance on the Government's Disability Hiring Authority. Not only did this employee learn about services that he never knew existed before but also was eventually hired.

For the first time, the GBFEB coordinated recognition for a school teacher during a visit to a local middle school in May 2005. The Campaign to Promote Public Service was contacted by a group of teachers from the Paul Revere Middle School in Revere, MA requesting information on how to nominate one of their colleagues for a public service award. This teacher was a former veteran of the Gulf War with the Army and was extremely passionate about honoring and recognizing America's veterans during both Veterans Day and Memorial Day. With assistance from the US Army Soldiers Systems Center, we arranged for formal recognition by the Secretary of the Army. Executive Director Kim Ainsworth and Brigadier General (ret.) Edward Harrington participated in a full school Memorial Day assembly and presented the award as a surprise. It was an amazing experience.

The absence of a local OPM Service Center in Boston increased the GBFEB's requests for employment information. Members of the general public utilize the GBFEB as a clearinghouse for employment advice and information frequently.

The GBFEB served as a major facilitator of the Presidential Management Fellowship interviews (formerly the Presidential Management Intern Program) for New England in January 2005. More than 200 graduate and law students were interviewed in Boston. We conducted site visits, recruited Federal managers to serve as panelists, served as a contact for students and panelists and conducted the training for all volunteers. The PMF program is growing and a major priority of the Administration.

Customer Feedback: Your help in pulling off the PMF Assessment was invaluable and very much appreciated. Your efforts showed a genuine investment in the program as well as thoughtful support to my staff and to me. I look forward to working with you through many more PMF Assessment Centers.
Catherine Weisbrod, Director, US Office of Personnel Management, Chair

Our Diversity Committee played an active role in our Public Service Campaign on a different level. Designing manners in which to recruit and retain a

diverse workforce has become a major goal of the Committee's focus. This year, we designed a database of electronic contact information for local colleges and universities with diverse populations and distributed it widely across agencies. This database enables agencies to send their job announcements directly to the school's job search sites and brings us one step closer to promoting a diverse population. Our ultimate goal continued to be to maintain a Federal workforce that reflects the world in which we live. The Committee sponsored a one-day diversity training program for Federal managers in September 2005 at the John F. Kennedy Presidential Library and Museum. The event drew more than 300 Federal employees and helped the audience better understand an array of diversity issues impacting the Federal workforce and the community.

The GBFEB coordinated a Federal presence for the Martin Luther King, Jr. Community breakfast in January 2005. This event, in its 34th year, drew more than 1,000 government and community leaders.

The GBFEB continued to be active with the special emphasis councils of many local Federal agencies. Staff was actively engaged with the planning and implementation of three events sponsored by GSA this year as well as several sponsored by Blacks in Government and the Federal Special Emphasis Coalition. We loan not only our government-wide perspective but also our event-planning expertise. Additionally, we provided advice on numerous occasions to agencies interested in developing a more unified approach to diversity, including the US Department of Labor.

CREATE AND ADVANCE LOCAL INITIATIVES

In conjunction with the City of Waltham, MA, the National Archives and Records Administration and several local partners, the GBFEB proudly hosted the Vietnam Veterans Memorial Moving Wall in August 2005. The Moving Wall is a half-sized replica of the Vietnam Memorial in Washington, DC and travels the country providing Americans with the opportunity to pay tribute to the more than 58,000 Vietnam Veterans who gave their lives during that conflict. GBFEB Chair Diane LeBlanc was an active member of the planning committee and the GBFEB coordinated daily ceremonies and provided strong logistical support throughout the week. It was truly an amazing week and enabled us to make strong connections with the Veterans community. We enlisted the assistance of many of our members to facilitate this monumental task, including our Service-member agencies and the VA.

Bureau of Citizenship and Immigration Services Director Denis Riordan hosted the May 2005 Board of Directors meeting featuring US District Court Judge Mark Wolf. Following the meeting, Directors participated in a Naturalization ceremony where 100 new American citizens were officially sworn-in. Chair Diane LeBlanc delivered remarks and, for the first time, following the ceremony, we hosted a "welcome" reception for the new citizens and their families. The entire

proceeding was recorded for the permanent records of the US District Court – District of Massachusetts.

The GBFEB prides itself for having a “finger” on the pulse of the local Federal community. We continually discuss matters and issues that impact the Federal community at large. In November 2004, for the first time, Chair Diane LeBlanc hosted a series of “FEB 101” sessions. These one-hour lunch and learns were open to interested employees of all levels from any agency and designed to educate the Federal community about who we are and what we do.

Customer Feedback: As always, thanks for keeping us current on so many issues. You are a terrific resource!
Susanne Valdez, St. Louis Federal Executive Board

Customer Feedback: Thank you to the GBFEB! Your communication is great. I get information from you most times well in advance of my own agency!
LTC Anthony Kanellis, US Army Reserved Forces Training Area

The GBFEB operated a series of standing committees this year, each addressing a particular initiative and chaired by a Board of Director member. Financial oversight, chaired by the DCMAE Director Keith Ernst, continued with a largely administrative function and remained mainly with the Executive Director. Other committees included Diversity, Awards, Public Service Recognition Week, LFCC / CFC, White House Initiatives, Homeland Security and Emergency Decision and Notification. We hosted a number of programs, projects and initiatives that increased our visibility and presence in the Federal community, including the “Campaign to Promote Public Service” and the “Shared Neutrals,” discussed throughout this report.

Boston is a regional city; thus we found it beneficial to continue to develop relationships with the Federal Executive Associations (FEAs) across New England, including Western Massachusetts, Rhode Island, Connecticut, Vermont and New Hampshire, and Maine. Throughout the year, GBFEB staff served as a liaison with these FEAs / FECs and invited their active participation. They found it valuable to hear the issues and topics that we discuss and also to network with one another and information share. Executive Director Kim Ainsworth attends a minimum of one Association meeting in each state annually to maintain a presence and to reinforce the GBFEB’s commitments to employees across New England.

We provided assistance to the FAA New England this year during a nation-wide competitive sourcing. More than 100 FAA employees nationwide, and several dozen in New England, were impacted by a reduction-in-force. The GBFEB provided a forum for the exchange of information, and resumes and widely distributed materials across agency lines.

For the second year, the GBFEB presented two one-time scholarships of \$1000 each in memory of local Federal employees who passed away during the year. The 2005 scholarships were named for US Army Corps of Engineers longtime employee David Killoy and US Coast Guard Machine Technician Andrew James, respectively. Local Federal employees and their dependent children were invited to submit applications with an essay entitled "What Public Service Means to Me." An impartial panel selected the two recipients from among a candidate pool of more than 100. The program was funded by a surplus generated from series of GBFEB programs. In February 2005, the Board of Directors voted unanimously to continue the program indefinitely.

This year, the Diversity Committee Chair Malcolm Callison felt strongly that the Committee experience should be more developmental in nature. To that end, the Committee on-the-whole, among other things, participated in a new program entitled "Diversity Dialogue Groups." These dialogue sessions were scheduled periodically and enabled Committee members, who participated voluntarily, to share their thoughts, feelings, ideas, etc. on a particular issue relating to diversity and in a safe environment. These Diversity Dialogue Groups were a wonderful experience and helped all who participated learn different perspectives.

We continued close working relationships with a number of professional organizations including the American Society for Public Administration, the New England Federal Personnel Council and the Society of Government Meeting Professionals (SGMP.) The relationships benefit the Board and its member agencies in many different ways.

GBFEB Executive Director Kim Ainsworth served as the President of the New England Federal Personnel Council in 2005. This ad hoc professional organization is comprised of Federal human resources professionals from across New England. The GBFEB has found it beneficial to affiliate with this organization over the years in order to remain informed about the latest in Federal HR initiatives. Despite lack of practical experience as a Federal HR practitioner, Kim Ainsworth, and the GBFEB member agencies, benefit from this strong affiliation. With her leadership, the Council continued to function effectively.

Customer Feedback: "We had 20 folks at the NEFPC Labor Relations Subcommittee meeting in Burlington this week. Thanks for helping to publicize. I shared the information that you've sent on retirement training, OPM's Child Care and Dependent Care FSA's and more. Thanks for keeping us informed. The NEFPC is an important sharing forum and learning tool. I hope that we can keep it going. Thanks again. Lorraine Iovanni, Labor Relations Office, FAA New England."

The GBFEB was significantly involved in efforts to charter a local chapter of the SGMP to serve New England. Throughout the year, Executive Director Kim Ainsworth maintained relationships with key industry professionals on behalf of the Federal community that proved to be successful many times over. This included

hosting a series of forums to educate both government planners and industry suppliers alike about topics relating to Federal meetings. In October 2004, GSA's Patrick McConnell made a return visit to Boston at our request and was featured in a forum to outline the new per diem rate setting process. The forum, hosted by the Holiday Inn at Government Center, was extremely popular. Unfortunately, we have not yet chartered an SGMP chapter officially but the efforts are ongoing.

The GBFEB served as a partner agency with a number of local community organizations for the planning of a Youth Resources Fair in October 2005. We coordinated Federal participation in this forum that invited After School providers to learn about varied government resources available to them.

In cooperation with the Chair and Executive Director, every new area agency head received a briefing package to provide a thorough introduction to the GBFEB. Included were the GBFEB's local marketing brochure, annual report and Directory of Federal agencies. Staff met with each new agency head early upon arrival when possible. It is important to understand that top leadership positions in the US Government transition frequently and the GBFEB must remain on top of the changes. We continued to believe that participation and support of GBFEB activities was mutually beneficial for our members. The top-level support and involvement of the local leadership is indicative of our value within the Federal community.

Customer Feedback: I wanted to take this opportunity to say good bye and thanks for the information you've passed along while I've been at the Massachusetts National Cemetery...I waited over 9 years for the Cape to receive locality pay and now I am moving! Thanks for all of your hard work for the FEB.
Kurt Rotar, Director, Massachusetts National Cemetery.

Our Board feels strongly about employee recognition. In addition to hosting two government-wide employee awards programs, we hosted a number of events commemorating Public Service Recognition Week during the first full week in May 2005. In cooperation with the Blue Cross Blue Shield Federal Employee Program, we hosted the eighth annual "Good Morning and Thank You Federal Employee Days" in Federal sites across Boston. These events have remained very popular and help us reach, recognize and celebrate Federal employees during the week. Additionally, we designed and distributed custom-made lapel pins with an American flag motif to several hundred employees, including postal employees.

We recognized excellence in public service by sponsoring our two annual awards programs. More than 800 employees attended our annual Support Personnel Awards Program in April 2005. This program, chaired by Postmaster Marsha Cannon, recognized exceptional support staff from across government for their exemplary service to the Federal government.

The GBFEB culminated Public Service Recognition Week with our annual Excellence in Government Awards ceremony at Boston's Historic John F. Kennedy Presidential Library and Museum. The event recognized the "best of the best" in local Federal service in 14 competitive categories. In addition, the Speaker Thomas P. O'Neill, Jr. Award for Exemplary Public Service, the Senator Paul E. Tsongas Award for Exemplary Community Service and the Congressman John Joseph Moakley Award for Exemplary Public Service, respectively, were presented. More than 400 employees attended. The Speaker Thomas P. O'Neill, Jr. Award for Exemplary Public Service this year was presented to actor/comedian and Boston native Denis Leary for his work with the Leary Firefighters Foundation. The Senator Paul E. Tsongas Award for Exemplary Community Service was presented to Boston Police Commissioner Kathleen O'Toole for her leadership of community policing initiatives in the City.

The Congressman John Joseph Moakley Award was created in 2001 and recognizes the outstanding work of a staff member of a Member of the New England Congressional delegation. This award has grown in popularity and is a means for us to reach out to our Congressional counterparts and celebrate their accomplishments. This year, longtime Congressional Aide Frank Rowe from Senator Joseph Lieberman (CT) was recognized.

For the seventh year, we hosted a memorial service to honor the lives of fallen Federal employees during the Excellence in Government Awards. In addition to incorporating a short service and moment of silence into the program, we partnered with an all-services committee at the Pentagon to commemorate the 40th anniversary of the end of the war with a video and musical tribute to veterans. It was truly an amazing experience.

Customer Feedback: The video clip presented during the Awards Ceremony was beautiful. I am a member of our Campus Committee and would like to utilize this as a tribute to veterans within our agency. Judi Hoyt, Management Analyst, IRS Andover Campus

Customer Feedback: I attended the Excellence in Government Awards on May 4 and received an award for outstanding customer service. I must say that I was totally impressed at the effort it took to put this event together. The location was breathtaking and the room was decorated like a political convention with nothing but the best. The events throughout the day were so well planned and perfectly executed it made me proud to be a Federal employee. It was an honor to be with so many other Federal agencies. I have been in Federal service for 25 years and have never experienced an event like this. This is a memory that I will treasure forever. Cliff Vacirca, FAA New England

The GBFEB sponsored a number of community-oriented events, including bi-monthly blood drives (collecting upwards of 180 pints to benefit Massachusetts

General Hospital;) Toys for Kids, in collaboration with Boston Police and the US Secret Service (donating more than 2000 toys to the local effort.)

We sponsored a series of Federal Employee Health Benefits Fairs in cooperation with the Blue Cross Blue Shield Federal Employee Program and several member agencies. We acted as a liaison between the various insurance providers and the Federal sites during Open Season.

The historically low per diem rate in Boston sparked the GBFEB's involvement in a multi-year project that has assisted Government travelers significantly. After working with the US General Services Administration to adjust the per diem rate to better reflect market rates, we began working continuously with local industry professionals to market the Federal Premier Lodging Program, re-branded to be known as FEDROOMS in 2005. We educated industry professionals about the Federal government meeting and travel market by hosting a series of quarterly briefings to discuss things like the Code of Federal Regulations, local trends, and marketing strategies. This remains important because statistics indicate that upwards of 100,000 travelers travel to Boston each year on Federal business.

Kim Ainsworth served as the keynote speaker for a forum for industry hotel professionals hosted by the Greater Hartford Convention and Visitors Bureau in June 2005 and for a meeting planner lunch and learn session sponsored by the Cambridge Marriott in August 2005.

Customer Feedback: A quick note to the GBFEB for helping SSA with tracking down hotel rooms during a busy week in Boston. We had a last minute request for 16 hotel rooms for 5 nights during the middle of May (college graduation time!) We were having trouble finding rooms at per diem until I contacted the GBFEB. My problem was solved in a couple of hours.
John Connolly, Social Security Administration

Customer Feedback: THANK YOU! THANK YOU! THANK YOU! For your assistance with extended stay accommodations for our 18 TDY employees who are arriving in June. With your guidance, we obtained fabulous apartments within walking distance to our site. With your help, we obtained wonderful "Welcome to Boston" packages from the Greater Boston Convention and Visitors Bureau that include maps, coupon books and an outline of area attractions.
Denis Riordan, Director, Bureau of Citizenship and Immigration Services

The GBFEB often serves as a liaison with consumers and private businesses wishing to do business with the government. We are often referred by local Congressional offices. We've guided many businesses, including small, minority, disadvantaged, women and veteran-owned businesses through the process of applying to be on the GSA schedule. In 2005, with the leadership of Brigadier General (ret.) Edward M. Harrington, we hosted a briefing by a non-profit

organization called the Veterans Organization Veterans Entrepreneurial Training (VET) Program to promote veterans business and educational opportunities. We also assisted the VET program with applying to be a recipient of CFC funds as a local charity.

Customer Feedback: You provided an excellent introduction to the Federal government, its agencies, regulations and opportunities for a business like ours. With this introduction, I believe that we can begin exploring avenues to capitalize on opportunities available. Your knowledge about the government is very impressive and, as a citizen, I appreciate the work that you are doing.
Paulette Starck, Chief Operating Officer, National Mold Detection

The GBFEB continued to serve as an effective resource for all types of information including training and development. We relied on member agencies for much-needed logistical support to make this happen, including the US defense force Corps of Engineers, who served as the lead for our most popular training, Pre Retirement.

Customer Feedback: Just a note to let you know that I enjoyed yesterday's Pre Retirement Seminar. I was able to find answers to questions I had about CSRS offset. Steve Marder and the seminar were most helpful. Thank you for affording us these opportunities. Employee of HUD Regional Office May 2005

Our leadership feels strongly about the training and development of our Federal workforce. The GBFEB served as a resource for an array of employees participating in various management training and other developmental programs. This includes the USDA Graduate School's Executive Development Program, OPM's Federal Career and Presidential Management Fellowship Programs and several internal agency-specific programs. Candidates consulted us when searching for detail assignments, executive interviews, etc.

PROVIDE INFORMATION AND REFERRALS AND GUIDANCE FOR INTERGOVERNMENTAL AND COMMUNITY OUTREACH

The GBFEB continued to promote itself as a user-friendly source of government information, whether to the Federal customer, a congressional office, member agency or potential employee.

The GBFEB served as a reference for FEDERAL NEWS DIARY reporter Mike Causey on two separate occasions in 2005. Mr. Causey requested information about the Commonwealth of Massachusetts' local PATRIOTS DAY holiday while writing a story on administrative leave.

The GBFEB is a regular contributor to the PUBLIC MANAGER and was asked to be part of the Board of Editors this year.

The GBFEB continued as an active member of GSA New England's Client Advisory Board. Once again, the GBFEB lent its government-wide perspective for many discussions.

We widely distributed much key information such as pay and leave memorandums. Agencies have comments that often they receive this information from us well in advance of their own internal agency mechanisms.

One of the most imperative functions of the GBFEB is cultivating and maintaining open lines of communication between and among Federal agencies both locally and nationally. We serve as a clearinghouse for widespread communication for all types of information, including the latest Administration policies, Executive Orders, Personnel data and more. We are often commended by our membership for the speed in which we receive and distribute key information to Board of Directors, other Agency Heads, Personnel Officers, Public Affairs contacts and Federal Executive Associations. Email is among our most effective means of communication although we also maintain US mailing lists. It is imperative that we ensure that the lists are kept up-to-date.

The GBFEB's local Directory of Federal Agencies continued to be a valued resource among the Federal community and the business community alike.

Our web site www.boston.feb.gov continually promotes our programs and provides the latest information on inter-governmental initiatives. We continued to create a monthly calendar of events that is posted on our web site. Our goal was to promote not only our own GBFEB-sponsored activities but also individual agency special emphasis events and other programs of interest to the Federal community. Some were educational and others offered extensive training on a specific topic.

We expanded our relationship with the international Irish Leaders Program in 2004/5. For the tenth year, GBFEB staff served as a key resource for matching participants with host agencies for 30-day detail assignments. Working closely with the Irish Government as well as our state and local counterparts, we facilitated educational opportunities for approximately 40 government executives representing both republics of Ireland. The Irish Leaders Program is an international developmental exchange program for Irish government employees that couples two weeks of intensive coursework at Harvard's Kennedy School with leadership and developmental assignments.

Conclusion

We are pleased with the ongoing support and active involvement of our Board of Directors. Thanks to our active Board of Directors and outstanding leadership, 2005 was another exceptional year.